

PROPOSED

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay Water Board		UNIT Planning Division	POSITION # 880-120-4872-903	DATE 05/03/2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Graduate Student Assistant			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Xavier Melanson-Fernandez				
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I			REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)				
1. DIRECTLY SUPERVISED			2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.				
% OF TIME	DUTIES			
	Under the close supervision of an Environmental Program Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:			
30%	Research into and review literature (articles from scientific journals, and reports and guidance documents from government agencies and other reliable sources) on the water quality impacts associated with climate change and different climate change adaptation strategies.			
25%	Create an annotated bibliography of the literature that includes summaries and key words for each article, report, and guidance document.			
25%	Prepare a report summarizing the findings of the research on water quality impacts associated with climate change and different climate change adaptation strategies.			
5%	Participate in meetings including taking notes.			
5%	Consistent with supervisor's priorities, manage projects by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met; establish, adapt, and meet milestones and completion dates of assigned tasks and projects.			
5%	Communicate orally and in writing via email, written reports, project correspondence, power point presentations and meetings with peers, supervisors, and management. This includes communicating with people from different racial, ethnic, and cultural groups. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Work collaboratively in groups internally to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments. This includes collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.			

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5%

Perform other duties as required.

Employee Signature: _____ Date Signed: _____